



**Informal Bid Request**  
24-25-03

**Project:**

Window Replacement and Repair  
Jaycee Park Administrative Building  
Greenville, NC

**Scope of Work:**

Provide material, equipment, and labor to remove and replace a portion of the aluminum window frames and glazing and repair of others located at the Jaycee Park Administration Building.

**Special Conditions:**

Work must comply with all OSHA safety guidelines.

Contractor responsible for all needed paperwork to obtain required permits. All permits must be posted prior to the commencement of work.

*There will be a mandatory pre-bid meeting on August 1, 2024, at 10:00 AM at the site.*

**Site Location:**

Jaycee Park Administrative Building (JCP)  
2000 Cedar Lane  
Greenville, NC

**Bid Submittal Deadline:**

**Thursday, August 15, 2024 @ 2:00 PM**

Via email to: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

## INVITATION FOR INFORMAL BID ON

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### WINDOW REPLACEMENT AND REPAIR - JCP

#### INSTRUCTIONS FOR BIDDERS

The person, firm or corporation making a proposal shall submit a bid to *Mike Watson, Project Coordinator*, on or before the hour and day stated on the attached bid request form. The preferred method of delivery of the bid is by email to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The bid may also be mailed or hand delivered to the Jaycee Park Administrative office located at 2000 Cedar Lane, Greenville, N.C., 27835 and must be received prior to the submittal deadline time and date stated and shall have the words *Bid Enclosed, Window Replacement – JCP Attn: Mike Watson* along with the company name on the outside of the envelope.

All mailed or hand delivered bids received in the office will be marked with the date and time they are received by reception staff. Bids will not be opened and read aloud. The bids will be opened and evaluated, and a tabulation sheet will be available upon request once the contract is awarded to the successful bidder.

The bidder shall include the required responses and supply all the information as indicated on the Bid Form, Attachment A. The prices inserted shall be net and shall be the full cost including all factors whatsoever. Any bids not submitted on such forms provided will be considered nonresponsive.

No bid may be changed or withdrawn after the time of the opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request in writing is made to *Mike Watson, Project Coordinator*.

The City of Greenville reserves the right to reject any and all bids, to waive any formalities, and to accept the bid or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for sixty (60) days after the opening.

The scope of work attached represents the minimum specification or description of work to be purchased or contracted. These requirements are not intended to prevent fair responses or to eliminate competition, but they are intended for the protection of each and every proposer to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.

It is expressly understood by the bidders that written notice of award and/or receipt of purchase order will constitute agreement by the City to consummate the transaction and will serve together with the proposal, scope of work, and these instructions as the entire form of contract between the parties except in cases where formal contracts are warranted.

All work shall be FOB, Greenville, N.C.

Each bidder shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

New vendors must register with the City of Greenville's online portal at the following web address: <https://selfservice.greenvillenc.gov/vss/Vendors/default.aspx>.

**Minority and/or Women Business Enterprise (MWBE) Program:**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 10% Minority Business Enterprise (MBE) and 6% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and women-owned firms whenever possible.

Questions regarding the City's MWBE Program should be directed to Wanda House, Financial Services Manager, at (252) 329-4862.

**Equal Employment Opportunity Clause:**

The City of Greenville, NC is an equal opportunity employer and strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law.

**TITLE VI NONDISCRIMINATION NOTIFICATION:**

The City of Greenville, NC in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby 1178814- v4 7 notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**INSURANCE:** The Contractor agrees to purchase at its own expense insurance coverages to satisfy the following minimum requirements. Work under this contract shall

not commence until all insurance required as listed has been obtained. Insurance required shall remain in effect through the life of this contract.

1. **Workers' Compensation Insurance:** No contractor or subcontractor may exclude executive officers. Workers Compensation must include all employees.

Limits: Workers Compensation: Statutory for the State of North Carolina.

Employers Liability: Bodily Injury by Accident \$1,000,000 each accident.

Bodily Injury by Disease \$1,000,000 policy limit.

Bodily Injury by Disease \$1,000,000 each employee.

2. **Commercial General Liability:**

Limits: Each Occurrence: \$1,000,000

Personal and Advertising Injury \$1,000,000

General Aggregate Limit \$2,000,000

Products and Completed Operations Aggregate \$2,000,000

The aggregate limit must apply per project. The form of coverage must be the ISO CG 00 01 policy as approved by the State of North Carolina Department of Insurance. If a form of coverage other than the CG 00 01 is used it must be approved **Contractor**. Any endorsed exclusions or limitations from the standard policy must be clearly stated in writing and attached to the Certificate of Insurance. Completed Operations coverage must be maintained for the period of the applicable statute of limitations. Additionally, the **Contractor** must be added as an Additional Insured to the Commercial General Liability policy.

3. **Commercial Automobile Liability:**

Limits: \$1,000,000 combined single limit.

4. **Cancellation:**

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

5. **Proof of Carriages:**

- A. The **Contractor** shall provide the City with insurance industry standard ACCORD form Certificate(s) of Insurance on all policies of insurance and renewals thereof in a form(s) acceptable to the City prior to the commencement of services. Said policies shall provide that the City be an additional named insured.
- B. The City shall be notified in writing of any reduction, cancellation, or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action.
- C. All insurance policies shall be issued by responsible companies who are acceptable to the City and licensed and authorized to do business under the laws of North Carolina.

**E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

**IRAN DIVESTMENT ACT:** Vendor certifies that: (i) it is not on the Iran Final Divestment List created by the NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

**LIQUIDATED DAMAGES:** If the Contractor fails to complete the work within the time specified in the bid package, the Contractor shall pay liquidated damages to the City of Greenville in the amount of \$100.00 for each calendar day of delay until the work is completed or accepted.

The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that may pertain to this project. For more information, please see the City of Greenville's webpage at <https://www.greenvillenc.gov/government/financial-services/purchasing>.

Questions regarding any part of this proposal shall be directed via email to Mike Watson, Project Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)

All bids shall be submitted on the attached bid submittal form, Attachment A.

## **Window Replacement and Repair Jaycee Park Administrative Building**

### **Scope of Work**

#### **Scope**

Contractor shall supply all labor, equipment and material to remove and replace a portion of the aluminum window frames, glazing, trim, and weather-proof caulking. Repair two other aluminum windows by removing and reinstalling them with weather-proof caulking and replace three fogged up insulated glazing units. The Base Bid will be for the window replacement and repair on the Recreations and Parks portion of the building and Alternate #1 will be for the window replacement at the East Branch Library portion. All work shall be to industry standards. All OSHA requirements and other safety guidelines associated with the work shall be followed.

#### **Debris**

All debris associated with this project shall be removed and properly disposed of offsite.

#### **General Requirements**

1. Contractor is responsible for all measurements.
2. Remove the existing aluminum windows and clean up opening and prep for new window to be installed.
3. Install 2" x 4 ½" bronze anodized aluminum storefront with 8" bottom rail and 1" bronze tempered glazing. Two windows in the conference room shall have 35% tint.
4. Remove two existing windows that are leaking as directed. Clean and prep the openings and reinstall.
5. Replace three fogged up insulated glazing units in the Art Room. Glass shall match the existing.
6. All new and reinstalled windows shall have perimeter weather-proof caulking at the exterior and interior.
7. Contractor shall take care not to damage any concrete, landscaping, etc. Any damage caused by the contractor shall be repaired prior to the completion of the project and receiving the final payment.
8. Contractor shall comply with all OSHA requirements and safety guidelines associated with the work within the scope.
9. Once the on-site work starts, the Contractor shall work diligently and expeditiously to complete the project. The Contractor will have thirty (30) days to complete the work once it has started. Liquidated damages will be assessed if not completed within the time allotted.
10. The Contractor shall not leave any openings unattended during the day and all must be secure by the end of the workday.

### **Warranty**

Provide a standard manufacturer's warranty on all material and a 1-year warranty from the contractor on all labor.

### **Notes**

Contractor will be able to use the building's electrical, water, and restrooms to complete the work.

The facility will remain open to the public and staff, so the Contractor shall make allowances for this and be responsible for providing a safe work site at all times.

Time of work will be Monday through Friday from 7:00 AM to 5:00 PM. Weekends and holidays do not count towards the thirty (30) days. The Contractor can request alternate times to work but must be approved prior to performing any work.

The laydown area, parking, access to the building, etc. will be discussed at a pre-construction meeting with the awarded contractor.

The Base Bid will be the area outlined in yellow and Alternate #1 is outlined in green.





**Bid Form**

Window Replacement and Repair - JCP

**Contractor Name and Address:**

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**Phone Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Base Bid Amount:*                      \$ \_\_\_\_\_

*Alternate #1 Bid Amount:*    \$ \_\_\_\_\_

**Addenda:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

***BIDS ARE DUE BY 2:00 PM THURSDAY, AUGUST 15, 2024.***